



ROCKDALE COUNTY PLANNING AND DEVELOPMENT LAND DISTURBANCE PERMIT SUBMITTAL

SUBMIT:

On or before Friday:

- ☐ Review Fees
- ☐ Ten (10) Sets Construction Plans (Civil) (add 1 extra set if on septic)
- ☐ Two (2) Impact Studies (hydrology)
- ☐ Engineer's Stormwater Certificate
- ☐ Permit Application
- ☐ Completed Checklist
- ☐ Please fold plans for review
- ☐ Email addresses (needed for scheduling pre-design and pre-construction meetings)
- ☐ Tax Commissioner Certification form

The plans will be distributed by Planning and Development to the appropriate departments for review.

Comments will be ready for pick-up 2 weeks later on Friday.

Corrections for 2nd review follows the same review schedule as new submittals. Number of comments determine the number of plans re-submitted. (At least 4 sets needed for permitting)

After 2nd review, if all comments are addressed, the approved plans will be signed by the Director of Planning & Development and sent to the Development Inspector so that a pre-construction meeting may be scheduled and a Land Disturbance Permit can be issued (this may take up to two weeks). All fees should be paid at that time.

For any project over 1 disturbed acre, a copy of **NOI** and return receipt to be turned in. NPDES fees apply. (\$40 per acre to EPD + \$40 per acre to Rockdale County)

Rockdale County contact information:

In person: 958 Milstead Avenue, Conyers, GA 30012 ◦ Monday through Friday, 8:00am to 5:00pm	
Mail: P.O. Box 289, Conyers, GA 30012	Phone: 770 278-7100
Email: permit@rockdalecountyga.gov	Fax: 770 278-8940

ROCKDALE COUNTY PLANNING AND DEVELOPMENT
LAND DISTURBANCE PERMIT CHECKLIST
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Project name:		
Property address:	City & State:	Zip:
Developer name:		
Design professional:		

General

- ☐ Pre-Design Conference with Planning & Development.
- ☐ Include Approved, Signed, Preliminary Plat.
- ☐ Tax parcel ID # (Tax Map Page + Section + Parcel #)
- ☐ Engineers Certificate of Stormwater Design.
- ☐ Submit street name(s) to Planning & Development.
- ☐ Show location map.
- ☐ Show point of beginning.
- ☐ Show names of adjoining property owners.
- ☐ Show name, address, and phone number of developer/owner and engineer on plan.
- ☐ Show dumpster location. Minimum 10' x 10' concrete pad required. Minimum 12' x 12' inside dimension, if the enclosure is desired.
- ☐ Trash compactor connected to septic or sewer system.
- ☐ All sheets of plans must be sealed by a professional engineer or landscape architect currently registered in the State of Georgia.
- ☐ **Note on plan:** "Any Rockdale County infrastructure or property damaged during, or as a result of, construction of this project will be repaired or replaced to the satisfaction of Rockdale County."
[This includes, for example (but is not limited to) paving, curb, curb/gutter, shoulders, ditches, storm drainage pipes or structures; signs, water distribution lines or appurtenances, water treatment facilities, fire hydrants, valves, meters; wastewater sanitary sewer), collection lines or appurtenances, manholes or other structures, force mains, pump stations or appurtenances; landscaping or plant materials, including mulch, grassing, shrubbery, trees; structures of any nature, including fencing.]

LAND DISTURBANCE PERMIT CHECKLIST
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Tree Preservation and Replacement

- ☐ See enclosed checklist for ROCKDALE FORESTRY CHECKLIST

Zoning

- ☐ Show zoning district, re-zoning case # and list conditions of subject property and all adjoining parcels, if applicable.
- ☐ Show Board of Appeals or Administrative Variance case # and conditions, if applicable.
- ☐ Show floor area of buildings with breakdown for each type of use for nonresidential development.
- ☐ Show required and proposed building setbacks.
- ☐ Show total parking provided and parking required per UDO Ch. 222.
- ☐ Show required buffer areas and type of buffer.
- ☐ **For property zoned Watershed Protection (WP):**
Note on plat: "All site development shall adhere to Rockdale County's "Big Haynes Creek Watershed Protection Zoning District" ordinance Section 130-7."
- ☐ **Note on plat for reservoir buffer:** "The land area extending outward for a distance of 150 feet from the normal pool elevation (735 feet means sea level) of Randy Poynter Lake is zoned WP subzone W-RB and is subject to County regulations prohibiting land-disturbance and other activities. Said land area also is subject to an undisturbed water protection conservation and flood easement in favor of Rockdale County, Georgia, recorded at Deed Book _____, Page _____. Additional Rockdale County and state restrictions also apply."

Utilities

- ☐ See enclosed checklist for ROCKDALE WATER RESOURCES.
- ☐ See enclosed checklist for ROCKDALE COUNTY FIRE DEPARTMENT.

Erosion and Sediment Control

- ☐ See enclosed EROSION AND SEDIMENTATION CONTROL CHECKLIST.

Grading and Drainage, Stormwater Management

- ☐ See enclosed STORMWATER MANAGEMENT CHECKLIST.

Transportation

- ☐ See enclosed TRANSPORTATION CHECKLIST.



REQUIRED PRE-DESIGN CONFERENCE
PROJECT DESCRIPTION FORM
(Please bring at least 2 copies of concept plan to scheduled meeting)

Property Address:	City & State:	Zip:
Project Description:		
Zoning: _____	Land Lot: _____	
District: _____	Parcel ID #: _____	
Owner:		
Name: _____		
Address: _____	City & State: _____	Zip: _____
Phone: _____		
Email: _____		
Developer:		
Name: _____		
Address: _____	City & State: _____	Zip: _____
Phone: _____		
Email: _____		
Design Professional:		
Name: _____		
Address: _____	City & State: _____	Zip: _____
Phone: _____		
Email: _____		



REQUIRED PRE-DESIGN CONFERENCE CHECKLIST GRADING AND DRAINAGE, STORMWATER MANAGEMENT

STORMWATER MANAGEMENT CONCEPT PLAN			
No.	Description	Comments by Plan Preparer	Comments by Plan Reviewer
1	Existing Conditions/Proposed Site Plans		
	Existing and proposed topography	<input type="checkbox"/>	<input type="checkbox"/>
	Perennial and intermittent streams	<input type="checkbox"/>	<input type="checkbox"/>
	Soil delineation	<input type="checkbox"/>	<input type="checkbox"/>
	Existing vegetation and proposed limits of clearing and grading	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and proposed roads, buildings, parking areas and other impervious surfaces	<input type="checkbox"/>	<input type="checkbox"/>
2	Natural Resources Inventory (written description to include the following)		
	Soil conditions	<input type="checkbox"/>	<input type="checkbox"/>
	Forest covers	<input type="checkbox"/>	<input type="checkbox"/>
	Topography	<input type="checkbox"/>	<input type="checkbox"/>
	Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
	Other native vegetative areas on the site	<input type="checkbox"/>	<input type="checkbox"/>
	Location and boundaries of other natural feature protection and conservation areas (i.e. wetlands, lakes, ponds, floodplains, stream buffers, other setbacks)	<input type="checkbox"/>	<input type="checkbox"/>
	Other environmentally sensitive features	<input type="checkbox"/>	<input type="checkbox"/>
3	Concept Plan (written or graphic) of the Proposed Post-Development Stormwater Management System		
	Preliminary selection and location of proposed structural stormwater controls	<input type="checkbox"/>	<input type="checkbox"/>
	Location of existing and proposed conveyance systems (i.e. grass channels, swales, and stormwater drains)	<input type="checkbox"/>	<input type="checkbox"/>
	Flow paths	<input type="checkbox"/>	<input type="checkbox"/>
	Location of floodplain/floodway limits	<input type="checkbox"/>	<input type="checkbox"/>
	Upstream and downstream properties and drainages	<input type="checkbox"/>	<input type="checkbox"/>
	Preliminary location of proposed stream channel modifications (i.e. bridge or culvert crossings)	<input type="checkbox"/>	<input type="checkbox"/>



ROCKDALE COUNTY PLANNING AND DEVELOPMENT
DEVELOPMENT PERMIT APPLICATION

Project name: _____			
Property Address: _____		City & State: _____	Zip: _____
Project Description: _____			

Total Acreage _____		Acreage Disturbed: _____	
Number of Lots: _____		Parcel ID #: _____	
Sewer <input type="checkbox"/>		Septic Tank <input type="checkbox"/>	
Owner:			
Name: _____			
Address: _____		City & State: _____	Zip: _____
Phone #: _____			
E-Mail: _____			
Developer:			
Name: _____			
Address: _____		City & State: _____	Zip: _____
Phone #: _____			
E-Mail: _____			
Design Professional:			
Name: _____			
Address: _____		City & State: _____	Zip: _____
Phone #: _____			
E-Mail: _____			

ROCKDALE COUNTY
DEVELOPMENT PERMIT APPLICATION
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The applicant shall be responsible from the date of this permit or from the time of the beginning of the first work, whichever shall be the earlier, for any injury or damage of any kind resulting from this work, whether for basic services or additional services, persons or property. The applicant shall exonerate, indemnify and save harmless the County from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performances of this permit or by conditions created thereby or arising out of or any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the County, the defense of any and all claims, litigations and actions, suffered through any act or omission of the applicant or any sub-contractor or anyone directly employed under the supervision of any of them.

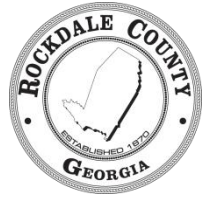
I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

Signature of applicant: _____ Date: _____

Company:

Address:

STATE OF GEORGIA
COUNTY OF ROCKDALE



DESIGN CERTIFICATE
AS BUILT DETENTION FACILITY

I, the undersigned, a Registered Engineer / Landscape Architect in the State of Georgia, hereby certify that the Detention Facility ("Facilities") for the project known as

_____ lying in Land Lot _____ of the _____ District, Rockdale County, Georgia (has) (have) been constructed according to approved plans and specifications in accordance with Rockdale County requirements, inclusive of Rockdale County Unified Development Ordinance, Chapter 310.

This the _____ day of _____ 20____.

Notary Public
GA Registration No. and expiration date:

Registered Engineer or Landscape Architect
GA License No. and expiration date:

Seal:



STORM WATER DESIGN CERTIFICATION

This Certification given this _____ day of _____, 20_____,
by _____, hereinafter referred to as "Registered Engineer" or "Landscape
Architect" to Rockdale County, Georgia.

WHEREAS, Rockdale County, Georgia has passed a Storm Water Management Ordinance, being
Rockdale County Unified Development Ordinance Chapter 310, and

WHEREAS, the Registered Engineer / Landscape Architect has been hired to design Plans and
Specifications for the development of certain property located in Rockdale County, Georgia; and

WHEREAS, the Registered Engineer / Landscape Architect desires to have Rockdale County,
Georgia approve said Plans and Specifications.

NOW THEREFORE, for and in consideration of said approval by Rockdale County, Georgia, the
Registered Engineer / Landscape Architect hereby represents and certifies that said Plans and
Specifications as presented to Rockdale County, Georgia in the development of the property are identified
as _____, ("Project") Land Lot _____, District
_____, Rockdale County, Georgia, dated _____, and certifies
that said Plans and Specifications as presented meet all requirements of Rockdale County Unified
Development Ordinance Chapter 310 for storm water management.

The undersigned Registered Engineer / Landscape Architect makes this certification and representation
with the knowledge that Rockdale County, Georgia shall rely upon this certification and representation in
approving said Plans and Specifications for the development of property in Rockdale County, Georgia.

This the _____ day of _____ 20_____.

Notary Public

GA Registration No. and expiration date:

Registered Engineer or Landscape Architect

GA License No. and expiration date:

Seal:

REQUIRED PRE-CONSTRUCTION CONFERENCE

The following persons MUST attend the pre-construction conference for issuance of a Land Disturbance Permit:

- Property owner
- Developer/builder
- General contractor
- Grading sub-contractor
- 24h contact listed on approved plans
- Engineer whose stamp appears on approved plans

Rockdale County staff:

- Development inspector
- Arborist and forester
- Stormwater engineer

Note: Rockdale Water Resources holds a separate pre-construction meeting

The following documents are to be brought to the pre-construction conference:

- Stamped Approved Construction Plans
- Copy of Notice of Intent (NOI) and return receipt (Under Georgia law, no permit can be issued by the Rockdale County until fourteen (14) days after the NOI is received by EPD).
- Fee for Land Disturbance permit, or receipt if previously paid
- NPDES Fee for Rockdale County (\$40 per disturbed acre) or receipt
- Copy of check or receipt for NPDES Fee paid to Georgia EPD

NOTE: Construction drawings should provide sufficient information and detail for the project to be constructed by a competent contractor. If there are unanswered construction questions or issues that require plan revisions, the Inspector will make the decision as to whether or not the permit will be issued. Changes to the approved plans must be either (1) marked in red on all sets of approved drawings, or (2) revised by the engineer on the construction drawings for re-issuance of approved, stamped plans and LDP.



TAX COMMISSIONER CERTIFICATION

UDO Sections 302-44 (b), 302-61 (b)(11), 302-62 (b)(9)

Date:

Project Name:

Project Address:

City & State:

Zip:

Tax Parcel ID #:

Property Owner:

Owner Address:

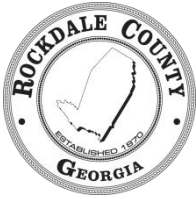
City & State:

Zip:

Phone Number:

This certifies that all ad valorem taxes currently levied against the above property are paid.

Rockdale County Tax Commissioner



ROCKDALE COUNTY – LOCAL ISSUING AUTHORITY
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
GEORGIA DEPT. OF NATURAL RESOURCES - EPD

Make payment to:
Rockdale County – Department of Planning and Development

Primary Permittee:

Project Name:

Address:

Project Address:

County:

City:

Acres Disturbed in an area with a local issuing authority:

_____ x \$40 per acre = _____

TOTAL FEE SUBMITTED = \$ _____

Check Number: _____

Submitted By:

Signature: _____

Date: _____

Print Name: _____

Title: _____

ATTACH CHECK HERE

VOID IF SUBMITTED WITHOUT PAYMENT

O.C.G.A. 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a Permit or License, as referenced in O.C.G.A. 50-36-1, from Rockdale County, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- ☐ I am a United States citizen.
- ☐ I am a legal permanent resident of the United States.
- ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

**** Wait to be in front of the notary before signing ****

_____, the undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Conyers, Georgia, this _____ day of _____, 20_____.

Notary Public signature

GA Registration No. and expiration date:

Applicant signature

Seal: